
N-FOCUS Major Release Children and Family Services December 4, 2016

A Major Release of the N-FOCUS system is being implemented December 4, 2016. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section.

Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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General Interest and Mainframe

Master Case Restriction Update (Change)

When the person is closed and their Household status changed to Out in one Master Case, N-FOCUS will now check to see if they are in the Household and/or pending or active in other Restricted Master Cases. If they are in the Household or Pending or Active in another Restricted MC, the Restriction on the Person will remain.

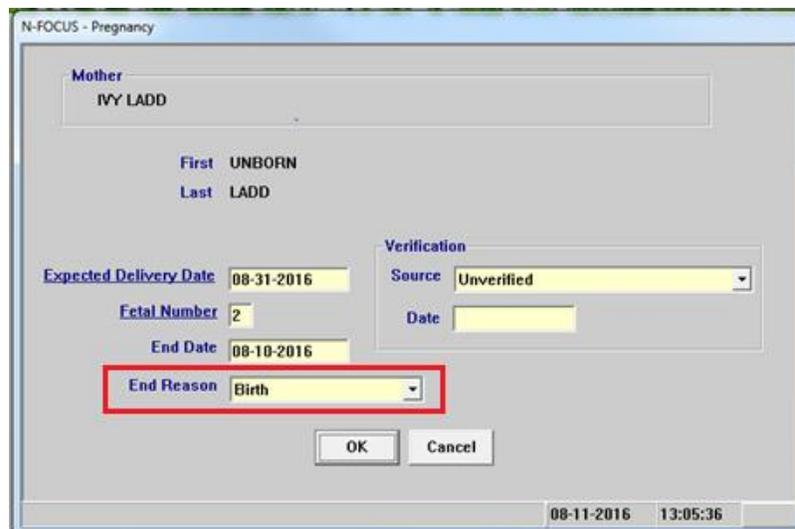
CHARTS Referral (Change)

When a CHARTS Referral is created, N-FOCUS will now look at the Custodial Party and Dependent Status separately in the Program Case so the Custodial Party's name will display on the error message if the Custodial Party does not have the correct status.

Person Demographics Selection of Race (Change)

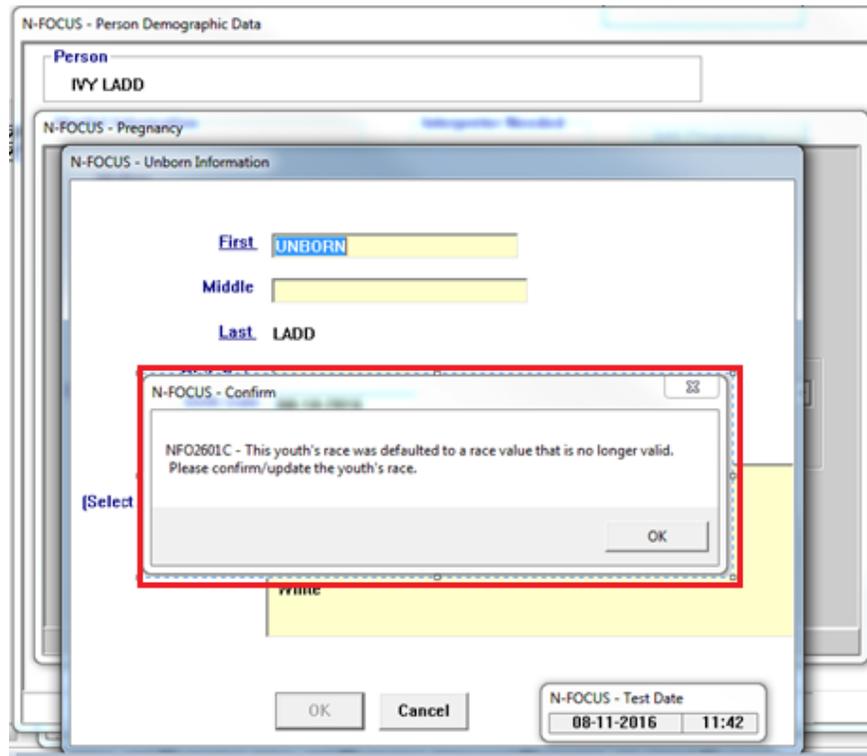
The following changes have been made to Person Demographics:

- The Race of "Other" will no longer carry over from a mother to a child through a pregnancy.
- The worker will update the Pregnancy to "Birth" and clicks OK.

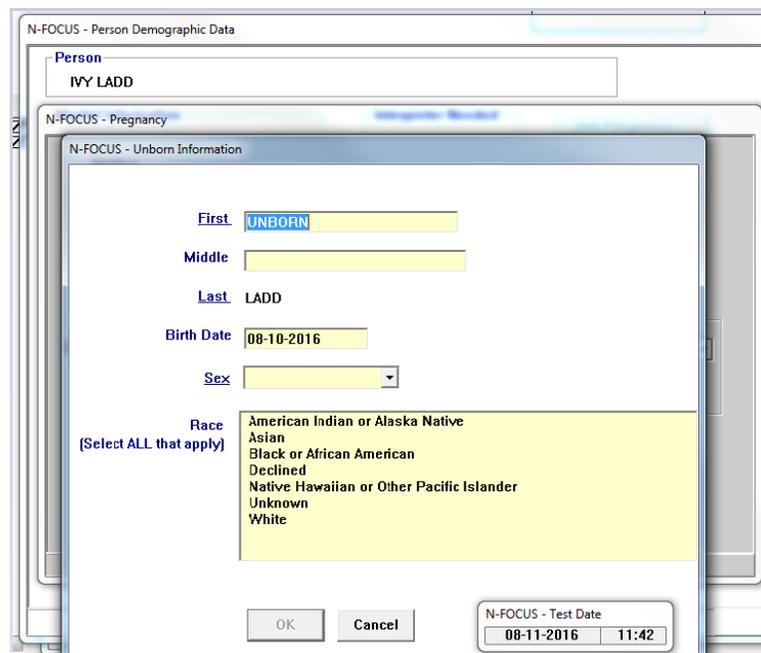


The screenshot shows the 'N-FOCUS - Pregnancy' form. The 'Mother' field is 'IVY LADD'. The 'First' field is 'UNBORN' and the 'Last' field is 'LADD'. The 'Expected Delivery Date' is '08-31-2016'. The 'Fetal Number' is '2'. The 'End Date' is '08-10-2016'. The 'End Reason' dropdown menu is highlighted with a red box and set to 'Birth'. The 'Verification' section has 'Source' set to 'Unverified' and 'Date' is empty. There are 'OK' and 'Cancel' buttons at the bottom. The status bar at the bottom right shows '08-11-2016 13:05:36'.

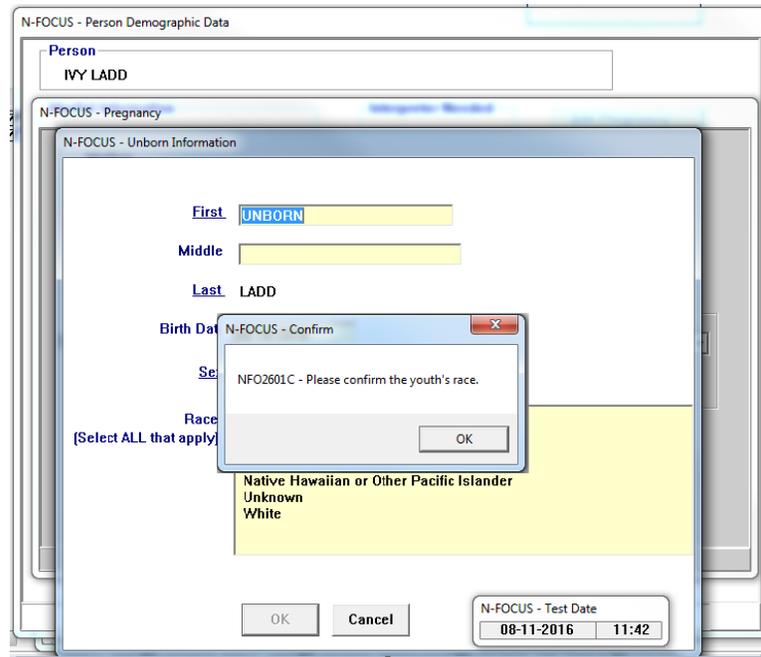
- A message indicating the youth's race is no longer valid and to update the youth's race will display.



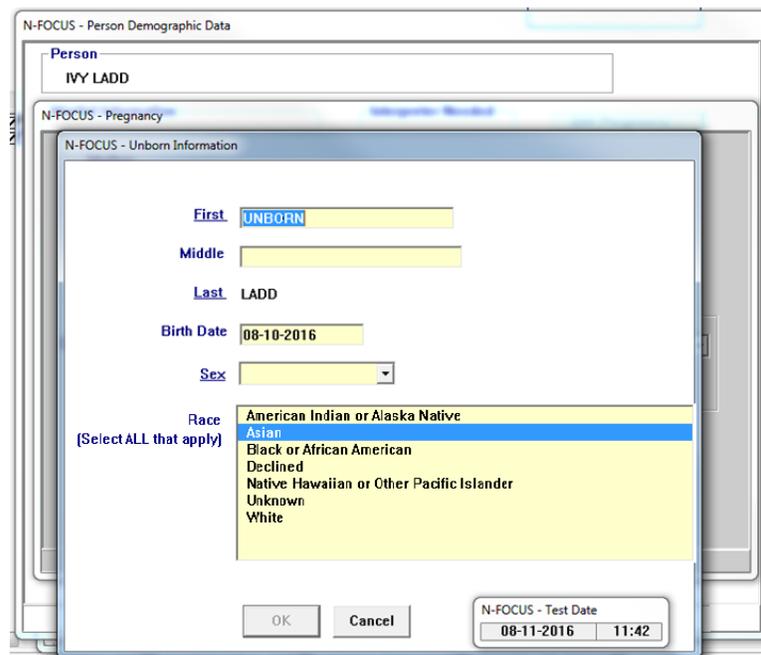
- Select the OK button on the Message.
 - The Unborn Information window with the Race options available will display.



- If a youth has an appropriate race that was copied from the mother, the following confirmation message will display.
- Click the OK button on the confirmation window.



- The Unborn Information window will display.
- Click OK to complete.

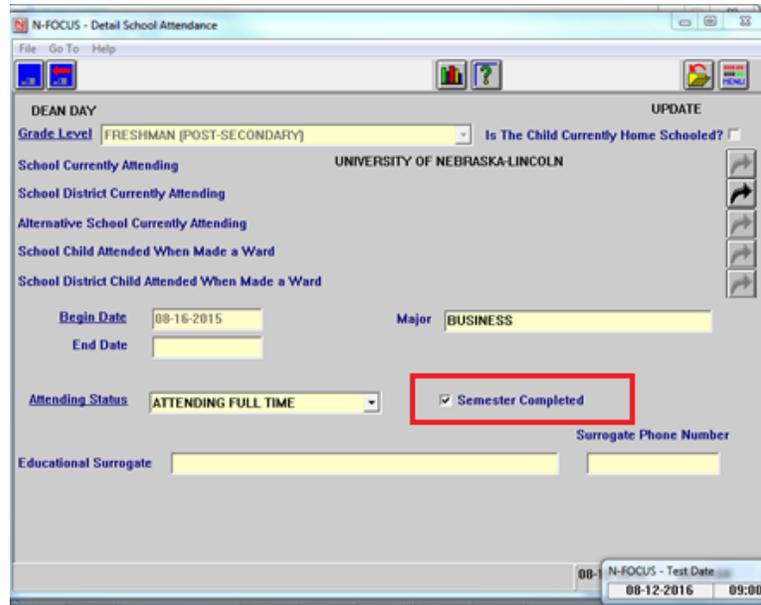


School Attendance (Change)

A worker will now be able to mark whether a child or young adult has completed a semester of college or not.

From the already created Detail School Attendance window, mark the Semester Completed check box when the child or young adult has completed their semester in college.

Note: This was a federal requirement in regards to National Youth in Transition Database (NYTD).



The screenshot displays the 'N-FOCUS - Detail School Attendance' window. The form contains the following information:

- DEAN DAY:** Grade Level: FRESHMAN (POST-SECONDARY); Is The Child Currently Home Schooled? (checkbox)
- School Currently Attending:** UNIVERSITY OF NEBRASKA-LINCOLN
- School District Currently Attending:** (empty field)
- Alternative School Currently Attending:** (empty field)
- School Child Attended When Made a Ward:** (empty field)
- School District Child Attended When Made a Ward:** (empty field)
- Begin Date:** 08-16-2015; **Major:** BUSINESS
- End Date:** (empty field)
- Attending Status:** ATTENDING FULL TIME; **Semester Completed:** (highlighted with a red box)
- Educational Surrogate:** (empty field); **Surrogate Phone Number:** (empty field)

The window title bar shows 'N-FOCUS - Detail School Attendance' and the status bar at the bottom right shows '08-12-2016 09:00'.

Document Imaging Icon (Change)

Document Imaging can now be accessed from the CFS Detail Program Case window.



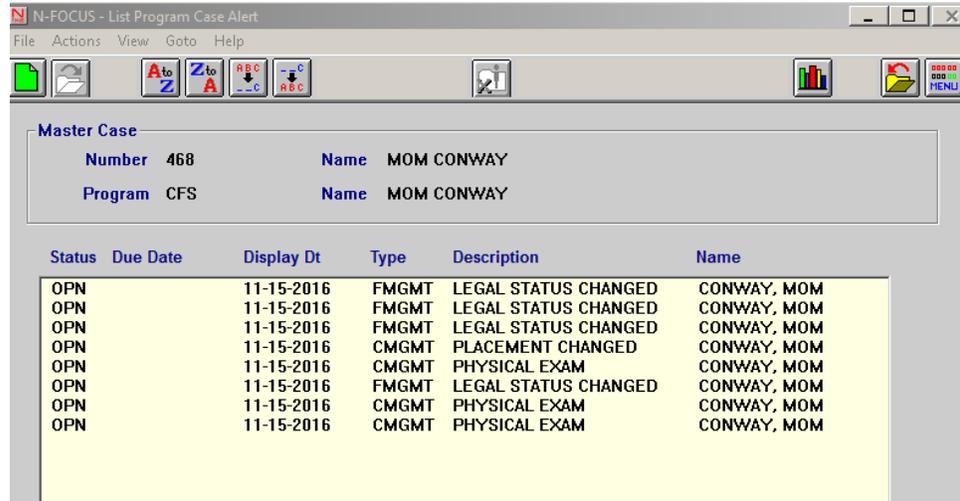
Alerts

Alerts Redesign

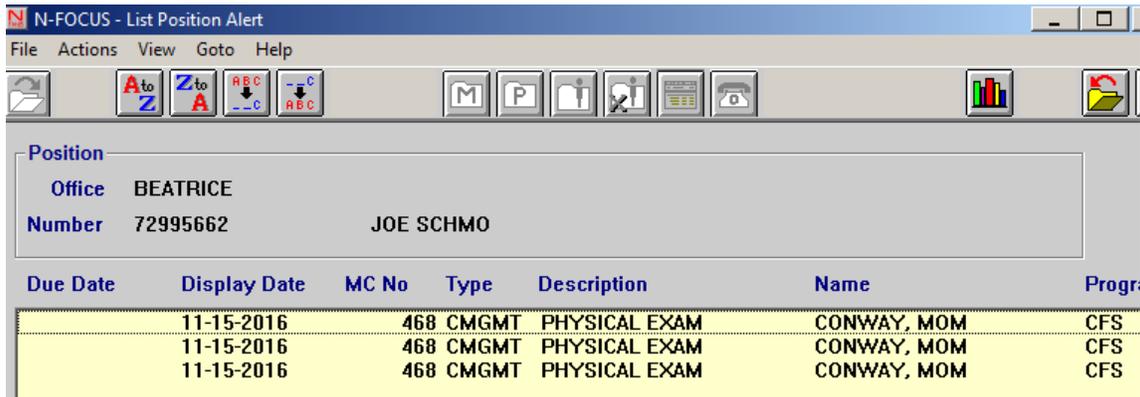
Alerts for CFS Program cases are now divided into 'IMFC' alerts and 'CFSS' alerts so that IMFC workers can receive alerts relating only to financial management and their work and CFSS will receive only alerts related to case management.

Workers with a classification code of 'SSW' will receive the IMFC alerts and workers with any other classification will receive the CFSS alerts. NFC workers are included in the CFSS category.

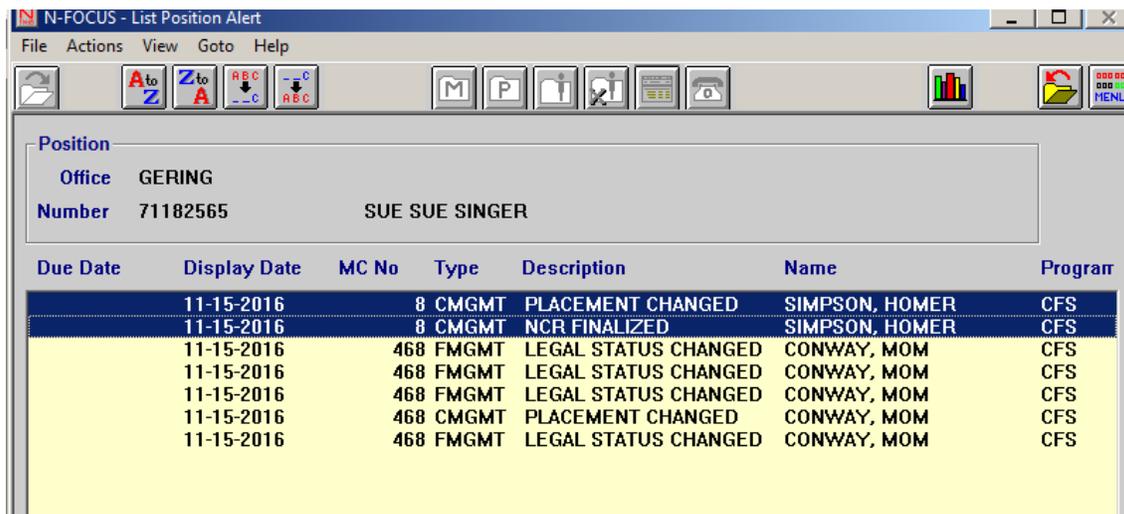
Accessing Alerts from either the Detail Master Case or Detail Program Case will display both IMFC and CFSS alerts.



When the CFSS worker accesses her alerts through the Alert Icon on the Main Menu, only the CFSS alerts will display.



When the SSW accesses her alerts through the Alert Icon on the Main Menu, only the IMFC alerts will display.



The IMFC Workers will receive the following alerts from a CFS Case.

ALERT NUMBER	ALERT SHORT DESCRIPTION
0174	Placement Changed
0239	NCR Finalized
0314	Trust Fund Status
0315	Placement/Trust Acct
0375	CFS MAIL RECD
0377	Placement Out of Sta
0537	Service Auth Closed
0538	Service Auth Closed
0539	Service Auth Closed
0540	SSN Terminated
0541	IRS Record Received
0542	SSI Status Change
0543	Death Date Record
0544	Name Mismatch
0545	Birth Date Mismatch
0548	Legal Status changed
0549	Provider Rate Change
0550	Warrant Pulled
0551	Payment Cancelled
0552	Death Reported
0553	New Record Received
0554	Wage Info Received

0555	Wage Amount Changed
0556	New Employer Info
0557	Review Due
0558	Warrant Pull Request
0559	Warrant Returned
0560	Warrant Released
0561	Service Auth Closed
0562	Birth Certificate
0563	SSN Update
0564	Death Verified
0565	Age Change
0566	Send CHARTS referral
0567	Verified Marriage
0568	Marriage Lead
0571	CHARTS Paternity Est
0572	Divorce/Annul Lead
0573	Divorce Verified
0575	Benefits Suspended
0576	Vital Stats Verif
0577	Out of State Request
0578	SSN SYSTEM UPDATED
0579	No SSN
0580	Zero Remaining Units
0585	Initial Perm Review
0586	Ongoing Perm Review
9995	Worker alert IMFC

The CFSS will receive the following alerts from the CFS Case.

ALERT NUMBER	ALERT SHORT DESCRIPTION
0161	Court Hearing
0185	Emergency Care
0188	60 Day Placement
0265	Physical Exam
0266	Yearly Physical Exam
0267	Dental Exam
0269	Yearly Vision Exam
0278	Case Plan Ends
0313	Add Parent Info
0587	Add Parent Info
9994	Worker alert CFSS
0375	CFS MAIL RECD
0581	Zero Remaining Units
0582	Service Auth Closed
0583	Service Auth Closed
0584	Service Auth Closed
0588	Service Auth Closed

Alert 375 – CFS Mail Received Alert

Alert 375-CFS Mail Received is the only alert received by both the IMFC and CFSS.

Service Authorization Closing Alerts

The alerts stating that a service authorization is closing have been divided between the IMFC and CFSS based on service type.

Service Authorization Continue Alerts

IMFC will receive alerts for the following service types and should update the service authorization if the service is to continue.

- 7933 – Agency Supported Foster Care
- 4880 – Out of Home Maintenance
- 3015 – Emergency Shelter Center
- 9795 – Group Home Care
- 3214 - Specialized Respite

CFSS Service Referral Alerts

CFSS will receive alerts for all other service types and should update the Service Referral (Green Phone) if the service needs to continue.

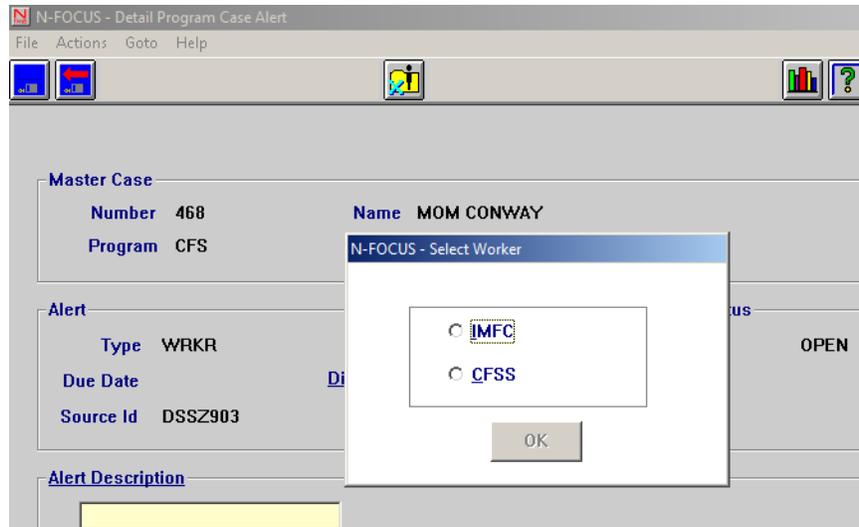
CFS Program Case Alerts – Clearing an Alert

For CFS Program Cases only, once one person clears an alert from their list, it will be closed on the program case.

Creating Personal Alerts

Both CFSS and IMFC will be able to create their own personal alerts, from CFS Cases.

On the Alert window, once they click New, a pop-up box asking if this is a CFSS or IMFC alert will display. Select the appropriate radio button and click OK to continue.



IMPORTANT NOTE:

Due to a problem that could not be corrected for the December 4th release, the worker alerts will incorrectly display for both the IMFC and CFSS. This will be corrected on December 21st. In the meantime, CFSS workers should not clear any IMFC Workers Alerts that appear on their list without checking with the IMFC and IMFC should not clear CFSS Worker Alerts that appear on their list without checking with the CFSS. Again, this will only be an issue until December 21st.

Automatically Clearing Alerts (Change)

On December 21st, there will be a nightly batch job which clears any CFSS alerts that have a display date over 20 days old. This job will not clear IMFC alerts.

A batch job will run every night and clear all CFSS alerts that have a display date 20 days in the past. This job will not clear IMFC alerts and will not clear alerts created prior to December 4, 2016.

Correspondence

Accounts Receivable Demand Letters (Change)

Demand letters for all Accounts receivable for programs have the following wording changes:

- Monthly Billing Statements sent to clients and providers with outstanding amounts due in Accounts Receivable have been changed.
- The Monthly billing Statements are now called Monthly Account Statements,
 - The main change on the Monthly Account Statements is the listing of all transactions in the previous 90 days,
- All Claim Item Accounts Receivable have been changed to Repayment Method to be Recoupment and the Repayment amount is defaulted to 50%.
 - If the client requests more be withheld from future payments it will display that amount.

Relative Notices (Change)

The following relationship types have been added:

- Parent of Sibling
- Custodial Parent

Relative Notices - Creating the Court Notice (Change)

When creating the Court Notice for the Relative Notification, the court, judge, docket and page will pull in the data entered on the Legal Actions window. A child's name must be highlighted first. If the child is involved in more than one Legal Action, the worker must select the correct court, judge, docket and page.

N-FOCUS - Create Notice to Court

Children

JEFF CONWAY

Court	Judge	Docket	Page
LANCASTER COUNTY JUVENILE COURT	ROGER J HEIDEMAN	JV234	99

Prepared By: 

Document Imaging

Document Imaging Icon on Detail Program Case Window (Change)

The Document Imaging Icon has been added to the Detail Program Case window.



Children and Family Services

Cultural Plan Icon (Change)

With this release, the Cultural Plan icon, in the Court Report Window was changed. The Cultural Plan icon will continue to navigate to the Cultural Plan window.



CFS Program Case Detail Window Document Imaging Icon (Change)

The Document Imaging icon is now located on the CFS Program Case Detail window.



Background Check Access from Person Detail (Change)

A User can now load or access background check information from the Person Detail window. The background check access button has the same functionality as it does in N-FOCUS Organizations and in the SDM Safety Plan Monitor Assessment Window.

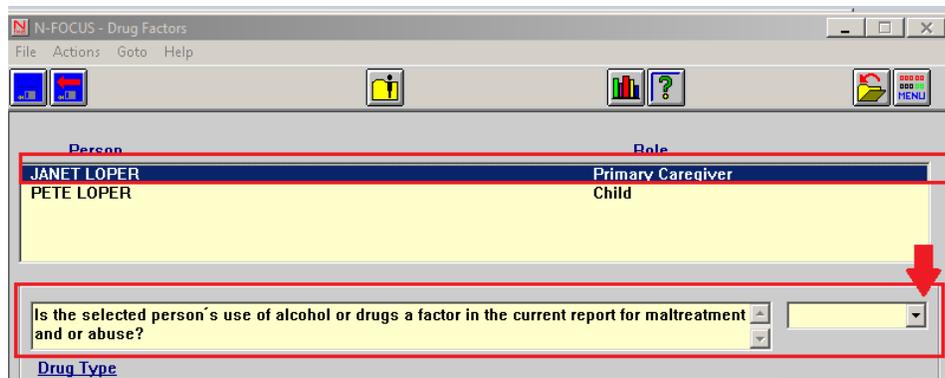
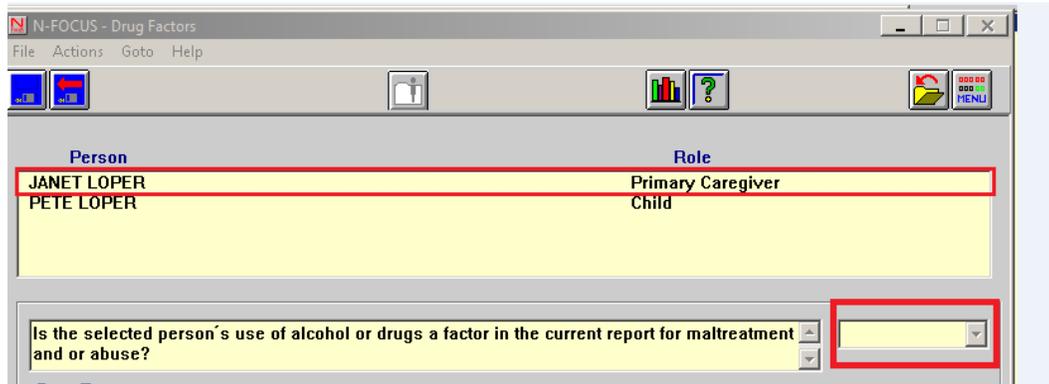


Note: Background checks can be accessed, loaded, and or saved in the person detail screen as well as in N-FOCUS Organization and in the Safety Plan Monitor window. This means that anytime background checks are accessed and or loaded in any of these windows the results will be saved and visible to the user no matter where the background checks were loaded.

Drug Factor Disable Question (Fix)

Currently, when a user enters the drug factors window they are able to answer the drug factor question "Yes" or "No" before they have selected a person from the person window. This causes the error, 'Read or Desired Entity Not Found'.

With this release, this issue has been fixed. Now a user must highlight the person before being able to answer the drug factor questions 'Yes' or 'No'.



Nebraska Caregiver Responsibilities - NCR (Change)

With this release, the wording in the NCR has been changed. Definitions have also been added for each of the Category Descriptions. A worker can now start an NCR on a pending placement. If a foster parent wants to know how much their out of home maintenance amount will be; a worker can start the NCR and score it to let the foster parent know. A worker will not be able to finalize the NCR until that placement is no longer a pending placement.

CFS Information Search (Change)

A worker or supervisor can now go into the CFS Information Search window and create a PDF for their NCRs.

Legal Status (Change)

NFC workers will no longer have the ability to create and update Legal Status. This must be done by a DHHS employee.

15 of 22 Window (Fix)

The error that prevented the TPR Requested Date from being entered has been corrected.

The screenshot shows the 'N-FOCUS - Detail Parental Rights Hearings' window. The 'Child' section displays 'Child's name: TIM CONWAY' and 'Out of Home for 15 of last 22 Approximate Months: NO (0 Months)'. The 'TPR Hearing Details' section includes a 'TPR Requested Date' field with the value '11-16-2016', a 'County Attorney or Guardian ad Litem Response' dropdown menu, and a 'TPR Filed by County Attorney or Guardian ad Litem' field.

Education Court Report (Change)

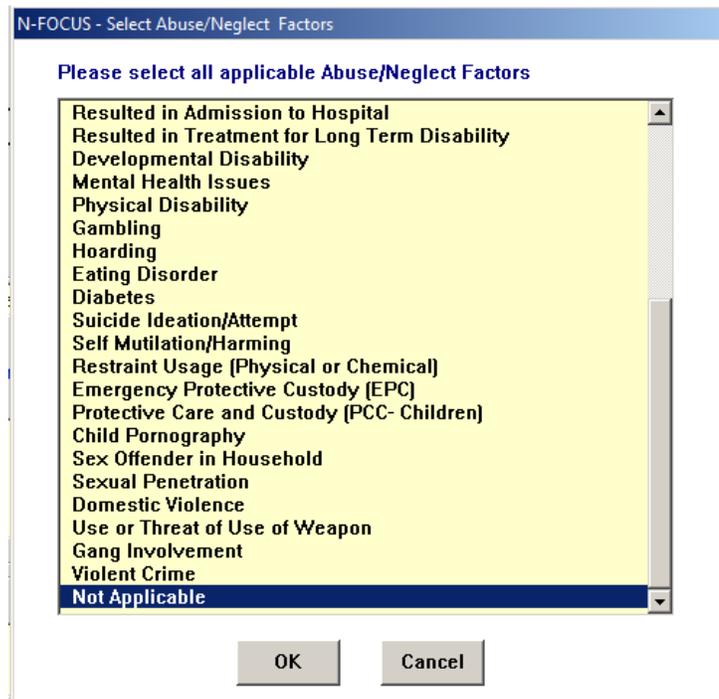
The Special Education Verification Categories have been moved from the School Attendance window to the Education Court Report window. A worker will fill the Special Education Verification Categories out every time they complete an Education Court Report; instead of every time they update the child's school attendance.

- It is only mandatory to complete the Special Education Verification Categories, when a worker marks the IEP checkbox saying the child has an IEP.
- If the child's Full Scale IQ is known, enter it, otherwise enter "unknown".
- Answer yes or no, whether or not you have applied for DD Services for the child.
 - Under Youth's eligibility for DD Services; it will be answered Eligible, Not Eligible or Not Determined depending on the child's DD program case.

The screenshot shows the 'N-FOCUS - Education Court Report Response' window. The 'CHILDREN WITH DISABILITIES (Contd.)' section includes a question: '12 : Does the child have a current 504 Plan, Multi-Disciplinary Team (MDT) Report, Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP)?' with a 'YES' dropdown. Below this are checkboxes for '504 Plan', 'MDT Report', 'IEP' (checked), and 'IFSP (for Infants and Toddlers)'. A question 'Is this plan meeting the child's educational and/or developmental needs?' has a 'YES' dropdown. The 'Special Education Verification Categories' section lists 'AUTISM SPECTRUM DISORDER', 'BEHAVIORAL DISORDERS', 'DEAF-BLINDNESS', 'DEVELOPMENTAL DELAY', and 'EARLY CHILDHOOD SPECIAL EDUCATION'. The 'What is the child's Full Scale IQ?' field contains 'unknown'. The 'What is the date of the IQ Test?' field is empty. The 'Have you applied for Developmental Disability Services?' dropdown is set to 'NO'. The 'Date application was submitted for DD Services:' field is empty. The 'Youth's eligibility for DD Service:' field is 'ELIGIBLE'. The bottom of the window shows 'Save and Previous', '12 of 17', and 'Save and Next' buttons, along with 'Save', 'Save and Close', 'Close', and 'Help' buttons.

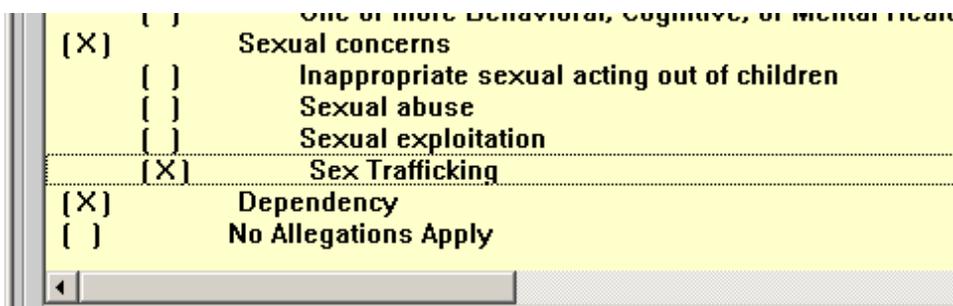
Intake-Abuse/Neglect Factors (Change)

The intake Abuse/Neglect factors will now be enabled for selection on Dependent Child intakes. Hotline staff will need to select the applicable factors when entering a Dependent Child intake and will need to make at least one selection (if none are applicable, then the 'Not Applicable' selection should be marked).



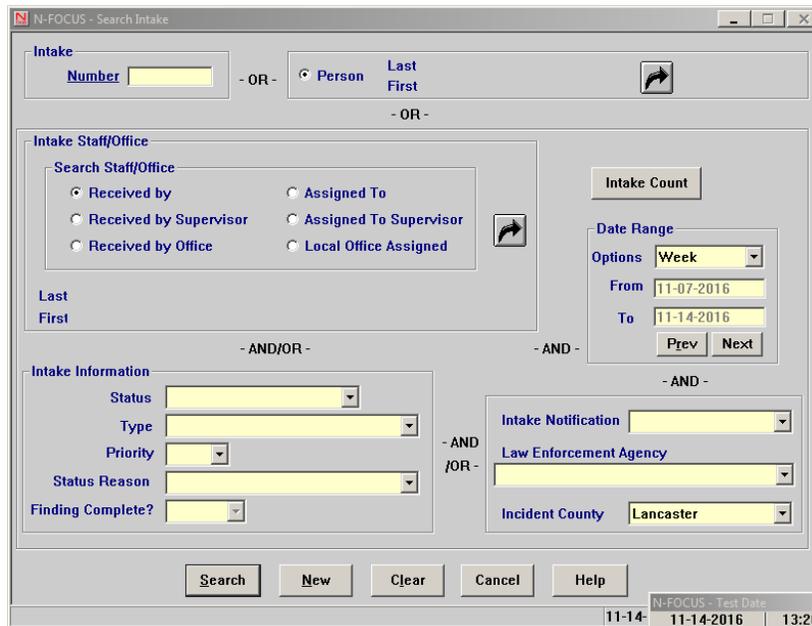
Intake-Maltreatment Type (Change)

The Dependent Child maltreatment type will no longer be an exclusive selection. Hotline staff will be able to mark Dependent Child along with other maltreatment types for abuse or neglect. The primary reason for this change is so that when an intake related to Sex Trafficking is entered in as a Dependent Child intake, that staff can mark both Dependent Child as well as Sex Trafficking as maltreatment types.



Intake-Search Intake (Changes)

Three changes have been made to the intake search window.

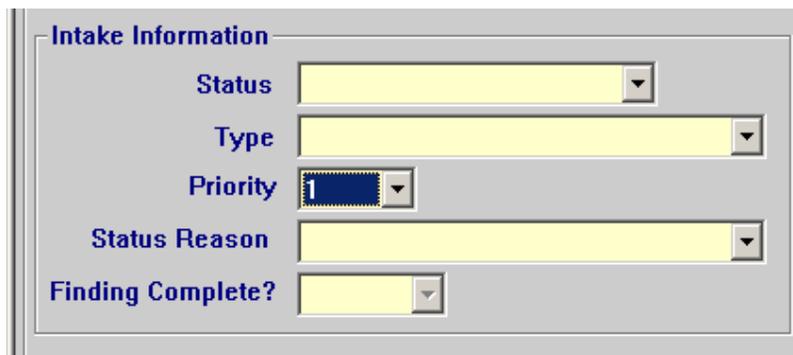


The screenshot shows the 'N-FOCUS - Search Intake' window. It features several sections for filtering search results:

- Intake:** Search by Number (text input) or Person (radio button), with Last/First name fields.
- Intake Staff/Office:** Search Staff/Office section with radio buttons for Received by, Assigned To, Received by Supervisor, Assigned To Supervisor, Received by Office, and Local Office Assigned.
- Date Range:** Options (Week), From (11-07-2016), To (11-14-2016), and buttons for Prev and Next.
- Intake Information:** Status, Type, Priority (dropdown), Status Reason, and Finding Complete? (dropdown).
- Intake Notification:** Intake Notification (dropdown), Law Enforcement Agency (dropdown), and Incident County (Lancaster).

Buttons at the bottom include Search, New, Clear, Cancel, and Help. The status bar shows '11-14-11-14-2016 13:20'.

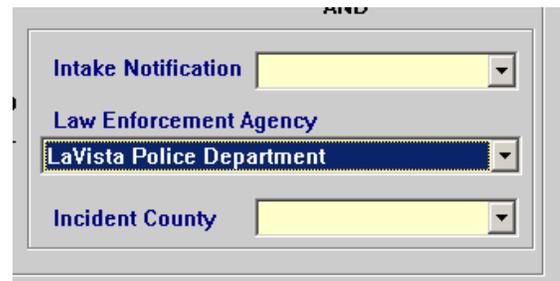
1. There is now an option to search by only priority. To search by just the priority, use the drop down to choose which priority you would like to search intakes, enter a date range, and select search. Do not select other criteria such as status, status reason, or type. Selecting other criteria will disengage the priority only search.



This close-up shows the 'Intake Information' section with the following fields:

- Status: [dropdown]
- Type: [dropdown]
- Priority: [dropdown with '1' selected]
- Status Reason: [dropdown]
- Finding Complete?: [dropdown]

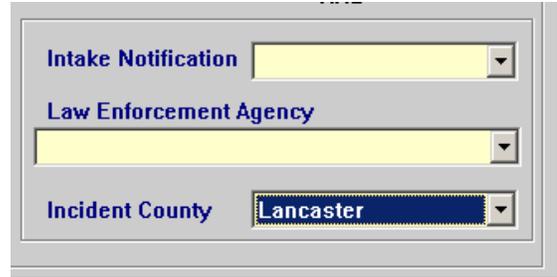
2. There is now an option to search by law enforcement agency listed on the intake. To use this, select the Agency you wish to search for and a date range as well as any other applicable criteria such as intake type, status reason, Incident County, etc. If more than one law enforcement agency is listed on an intake the intake will appear in each agency's searches.



This close-up shows the 'Intake Notification' section with the following fields:

- Intake Notification: [dropdown]
- Law Enforcement Agency: [dropdown with 'LaVista Police Department' selected]
- Incident County: [dropdown]

- There is now an option to search by Incident County where an allegation listed in the intake occurred. To use this, select the county you wish to search for and a date range as well as any other applicable criteria such as intake type, status reason, law enforcement agency, etc. If an intake contains allegations that have more than one county, the intake will appear in each counties searches.



Intake Notification [dropdown]
 Law Enforcement Agency [dropdown]
 Incident County Lancaster [dropdown]

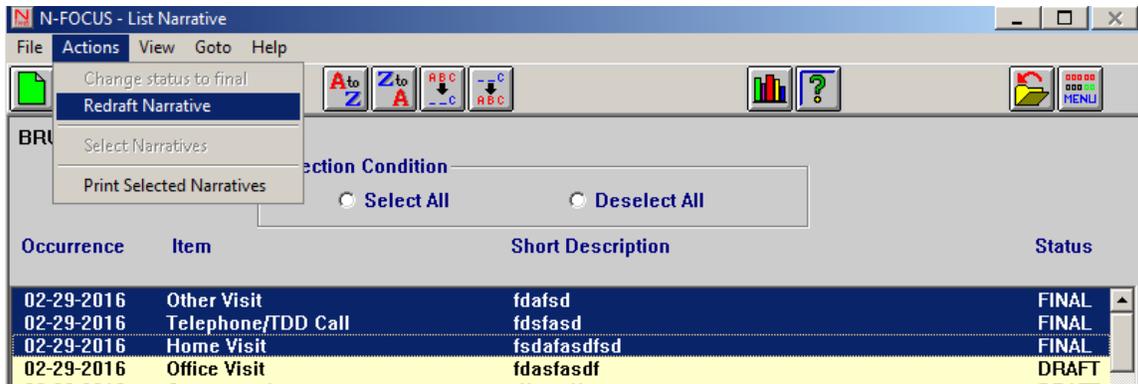
CFS and APS Narrative-Printing (Change)

When printing CWIS narratives on a CFS or APS program case, the narratives will now print in which ever order that the worker has them sorted on in the List Narrative window instead of always in descending order by date. This will allow workers to print in ascending order or even by other sorting such as subject area, item, etc.

Also, instead of printing narratives that flipped on pages from top to bottom as typically used in paper files, the narratives will now print flipping from left to right.

CFS and APS Narrative Redraft (Change)

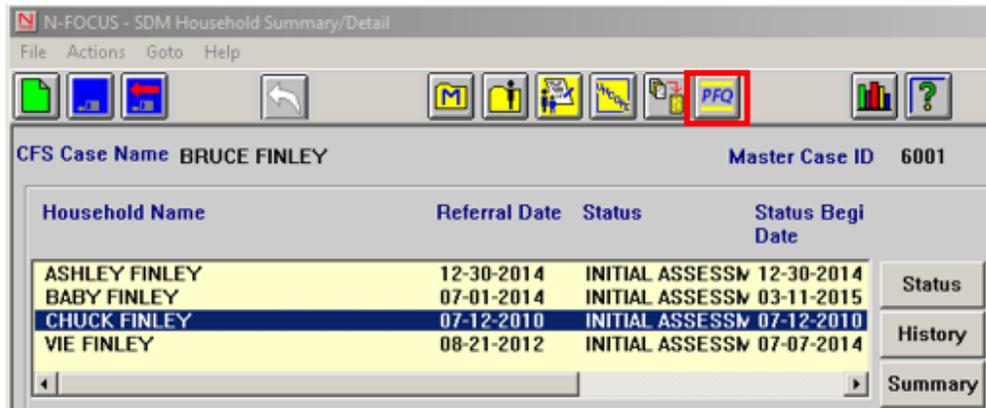
Previously users could only finalize multiple narratives at one time, but to redraft the narratives, they had to go into each individual narrative. With this release, users will be able to select multiple narratives on the List Narrative window and redraft them all at the same time.



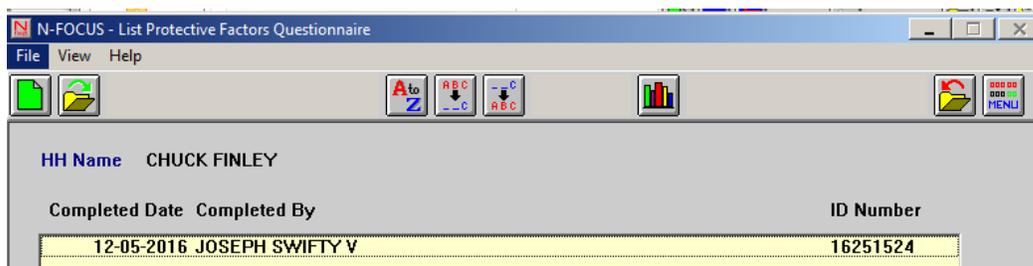
Protective Factors and Well-Being Questionnaire (New)

The Alternative Response pilot project has been working with families to complete the Protective Factors and Well-Being Questionnaire (PFQ) and until this release they have only been able to be scanned into N-Focus and thus no data about those protective factors and well-being have been captured in N-Focus. With this release, users will be able to enter the families' responses to the questionnaire in N-Focus.

To create a PFQ or view previously created PFQs, the user selects an SDM household that contains the family who completed the questionnaire and then clicks the PFQ icon.



If there are no previously created PFQs, clicking this icon will open the PFQ detail window where the user can begin entering the information. If there are previously created PFQs, clicking this icon will open the PFQ list window.



When creating a new PFQ, the worker must first enter the completed date for when the family completed the questionnaire and completed by for the person entering the PFQ into N-Focus (not the person in the family who answered the questions). The persons listed in the PFQ are listed with the roles in the SDM Household at the time the PFQ is created.

HH Name CHUCK FINLEY MC # 6001 ADD
Referral Date 07-12-2010

Completed Date ID Number
Completed By
 Unable to Obtain Information from Family Intake

Caretaker Questions
Caretaker Questions Summary
Child Questions
Child Questions Summary

Persons Involved in the Questionnaire

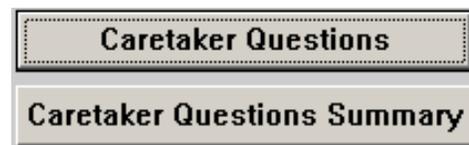
Name	Role	Birth Date
CHUCK FINLEY	Primary Caregiver	05-05-1970
BABY FINLEY	Child	12-18-2015
ASHLEY FINLEY	Other	04-04-1995
VIE FINLEY	Other	06-06-1976

Save Assessment N-FOCUS - Test Date 11-14-2016 13:40

Once the PFQ is saved, workers will be able to tie one or more intakes to the PFQ using the tie intake arrow (an intake can also be tied to multiple PFQs).



To enter the Caretaker Questions, click on the Caretaker Questions button which will open the Detail Caretaker Questions window. Users can then answer each of the 11 questions. The user can scroll through the questions using the 'Save and Next'/'Save and Previous' buttons, or the dropdown for the question number. The user can also flow to a Summary window that displays all of the questions and answers by clicking on the 'Caretaker Questions Summary' button.



N-FOCUS - Detail Caretaker Questions

Household Name CHUCK FINLEY UPDATE

Primary Caretaker CHUCK FINLEY

Caretaker Questions

Caretaker Questions Category

Social Connections

Question I have others who will listen when I need to talk about my problems.

Answer

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Clear

Save and Previous 1 of 11 Save and Next

Caretaker Questions Summary Save Save and Close Close Help

N-FOCUS - Test Date 12-14-2016 14:00

On the Caretaker Questions Summary window, the users can view all of the questions and answers to the caretaker questions. The user can flow to a particular question either by double clicking on the question or highlighting it and selecting the 'Caretaker Questions Detail' button.

N-FOCUS - Caretaker Questions Summary

Household Name CHUCK FINLEY

Caretaker Category

Concrete Supports for Parents

Question Code	Question	Answer
01	I have others who will listen when I need to talk about my problems.	Strongly disagree
02	I have others who I can talk to when I am lonely.	
03	I have others who I can talk to if there is a crisis.	
04	I would know where to go for help if my family needed food or housing.	
05	I would know where to go for help if I had trouble making ends meet.	
06	I would know where to go for help if I needed help finding a job.	
07	In my family we talk about problems.	
08	In my family we listen to both sides of the story when we argue.	
09	In my family we take time to listen each other.	
10	In my family we pull together when things are stressful.	
11	In my family we manage to solve our problems.	

Close Help Caretaker Questions Detail

N-FOCUS - Test Date 12-14-2016 14:00

To enter the Child Questions, click on the Child Questions button which will open the Detail Child Questions window. Users can then answer each of the 55 questions. The user can scroll through the questions using the 'Save and Next'/'Save and Previous' buttons, or the dropdown for the question number. Each child can have an answer entered for a question individually or the user can check the 'Select

Child Questions

Child Questions Summary

All' box and enter an answer for all of the children listed. The child's age is listed on the window so that the user can see if there is a need to answer questions or not based on the age of the child. The user can also flow to a Summary window that displays all of the questions and answers by clicking on the 'Child Questions Summary' button.

On the Child Questions Summary window, the users can view all of the questions and answers to the child questions. The user can flow to a particular question either by double clicking on the question or highlighting it and selecting the 'Child Questions Detail' button.

If a worker is unable to obtain information from the family to complete any questions on the PFQ they can still create it and just select the Unable to Obtain Information from Family checkbox and enter a narrative explaining why. If answers have been entered for the caretaker or child questions, the checkbox cannot be marked and a user will receive a message saying that answers must be cleared. When the box is checked the buttons to enter the answers are disabled.

The screenshot shows a form with the following fields and controls:

- Completed Date:** 10-31-2016
- ID Number:** 19611558
- Completed By:** JOSEPH SWIFTY V
- Unable to Obtain Information from Family:** (This checkbox is highlighted with a red border)
- Intake:** (This label is next to the checkbox)
- Two arrow buttons are visible to the right of the form.

Only the most recent PFQ in a household can be updated. Once a new PFQ is created, the older one(s) are not able to have any information changed. Though, older PFQs will still be able to be deleted if necessary.

Contracted Org Assignment (Change)

Nebraska Families Collaborative will be the only org that display on the Contracted Org Assignment selection list.

SDM Enhancement Project (Changes)

New Buttons in SDM Assessments (New)

A new tribal button will link the user to the Tribal Detail Screen. This button appears in the Safety Assessment, Risk Assessment, Prevention Assessment, FSNA, Reunification, Risk Reassessment, and in the Case Plan. The button is enabled when a person is selected. Once selected a worker is taken to the detail tribal window.

N-FOCUS - Detail SDM Safety Assessment

File Actions Detail Goto Help

CFS Case Name SARAH ADAMS MC # 771 UPDATE
HH Name SARAH ADAMS Referral Date 09-15-2016

Assessment
Date 12-19-2016 ID 69141894 Child Vulnerabilities Safety Intervention
Completed By JOE SCHMO Safety Threat Safety Determination
Office BEATRICE Contact Detail Safety Plan
Safety Decision Conditionally Safe Intake as of 12-19-2016 Status History
Status Ready for Review

Persons Involved in Assessment

Name	Role	Birth Date
SARAH ADAMS	Primary Caregiver	04-26-1985
PHILLIP ADAMS	Secondary Caregiver	03-12-1984
AMELIA ADAMS	Child	06-07-2005
JOHN ADAMS	Child	08-26-2000

Reviewed By Supervisor On Behalf Of Review Narrative

11-16-2016 08:44:59

N-FOCUS - Detail Tribal Information

File Actions Help

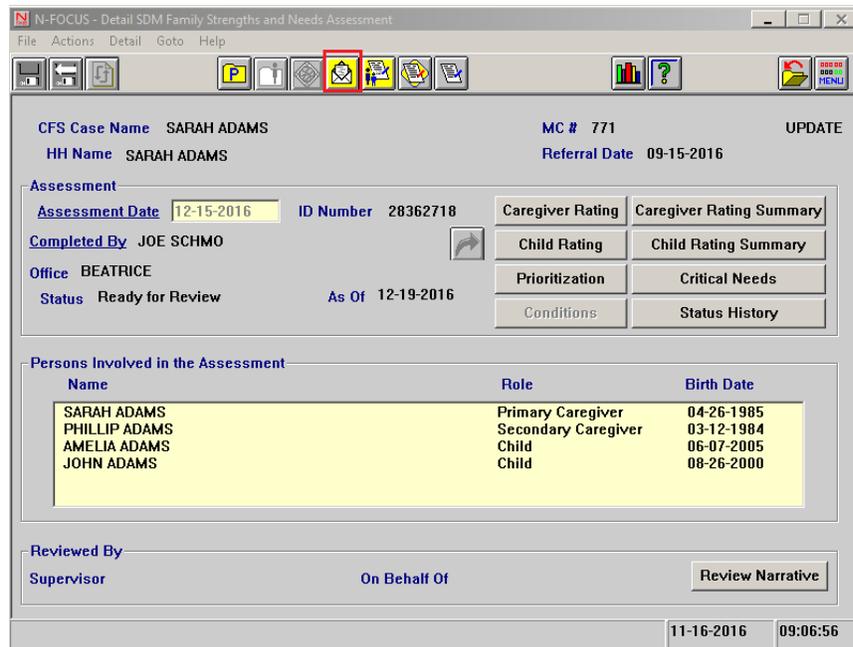
Person AMELIA ADAMS Cultural Plan ADD
Is this child covered under ICWA? Yes Determination Date 12-25-2016 Tribal Info
 No Tribal Affiliation Qualified Expert
Tribe Name Enrollment Number Add Tribe
 Primary tribe Status Status Date Update
Verification Document Received Document Signed By Delete
Intervene/Transfer

Tribe Name	Enrollment	Status	Status Date	Primary Tribe I
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Relative Notices Icon (New)

A new Relative Notices icon will take the user to the Relative Notification window. This button is always enabled and is present in the Safety Assessment, Risk Assessment, Prevention Assessment, FSNA, Reunification, and Risk Reassessment.



Name	Role	Birth Date
SARAH ADAMS	Primary Caregiver	04-26-1985
PHILLIP ADAMS	Secondary Caregiver	03-12-1984
AMELIA ADAMS	Child	06-07-2005
JOHN ADAMS	Child	08-26-2000

Drop-Down in the Risk and Prevention Assessment Planned Action (New)

A new functionality will allow a worker to select a reason for closing a 'High' or 'Very High' risk case. This change was requested by administration. When a worker selects close case in the planned action window and the score is high or high risk a drop down menu will appear in the same window with the following choices:

1. Parents Refused Services
 2. Parents Moved out of State
 3. Parents Involved in an Ongoing CFS Case
 4. Parents Already Receiving Appropriate Community Services
 5. Referred Parents to other Community Services
 6. Unable to Locate Perpetrator/Family
 7. Other: please include a short description of this reason.
- When the worker selects "Other" they will need to write a short descriptor of the reason. This "other" reason will print on the style sheet as will any of the reasons selected.
 - The same drop down would be present in the Prevention Assessment Planned Action window when the worker selects 'Recommend Referral for Community Resources' but risk is 'High' or 'Very High'.
 - A worker will need to narrate in the conclusion narrative section of the risk/prevention assessment with additional information for any drop down categories selected. The system already has an edit in place that requires the

worker to enter a narrative. The 'OK' button will remain disabled until a narrative is entered.

Detail SDM Initial Risk Assessment

File Actions Detail Goto Help

CFS Case Name ANNA KARENINA MC # 732 UPDATE
HH Name ANNA KARENINA Referral Date 09-27-2015

Assessment

Assessment Date 12-31-2017 ID Nbr 83263312
Completed By JOE SCHMO
Office BEATRICE
Status Draft as of 12-31-2017
Final Level High Scored Level High
Abuse Score 4 Neglect Score 6

Abuse/Neglect Index	Abuse/Neglect Summ
Supplemental Items	Drug Factor
Scoring/Override	Contact Detail
Planned Action	Status History

Maltreatment/Summary & Findings

Planned Action: N-FOCUS - SDM Initial Risk Assessment - Planned Action

Final Level High

Recommended Decision Recommend for Ongoing Services

Planned Action: Close Case

Reason: Unable to Locate Perpetrator/Family

Conclusion Narrative

OK Cancel

Copy Contacts from a Safety Assessment to a Risk Assessment (New)

- Add functionality to copy forward the contacts in a safety assessment to a risk assessment with a tied common intake.
- After the worker ties an intake in the initial risk assessment a message will appear asking if they would like to copy the contacts from the Safety Assessment tied to the intake. If the worker says “Yes” all contacts would be copied. If they state “No” they will not.
- Every time the worker ties an additional intake to the Risk and or Prevention Assessment the copy contacts message will appear. It will be necessary for the worker to only say “yes” the first time an intake is tied to the assessment if these intakes are tied to the same safety assessment with the same contact information, otherwise the contacts will be **duplicated**. The worker will then need to go back into contact detail and delete the duplicated contacts.
- This functionality is limited to copying all of the contacts or none of the contacts. Additionally, this copy contact function only works on the first Risk Assessment, additional tied Risk Assessments do not have this capability.

The screenshot shows the N-FOCUS software interface for a Safety Assessment. The main window displays the following information:

- CFS Case Name:** ANNIE WILCOX
- MC #:** 730
- UPDATE** button
- HH Name:** LENNY WILCOX
- Referral Date:** 04-06-2015
- Assessment** section:
 - Assessment Date:** 12-20-2016
 - ID Nbr:** 61123953
 - Completed By:** JOE SCHMO
 - Office:** BEATRICE
 - Status:** Draft
 - Final Level:**
 - Abuse Score:** 0
 - Planned Action:**
 - Recommended Decision:**
- Persons Involved in the Assessment** table:

Name	Role	Birth Date
LENNY WILCOX	Primary Caregiver	04-15-1982
ANNIE WILCOX	Secondary Caregiver	08-05-1980
LEA WILCOX	Child	05-12-2000
MARIO WILCOX	Child	07-18-2010
SADIE WILCOX	Child	04-16-2010
- Reviewed By:** Supervisor
- On Behalf Of:**
- Review Narrative** button

A dialog box titled "N-FOCUS - Information" is open in the foreground, displaying the message: "NFOARYLC - Do you wish to copy the Contact details from the tied Safety Assessment(of this intake)?". The dialog box has "Yes" and "No" buttons.

At the bottom right of the window, the status bar shows: "N-FOCUS - Test Date 12-20-2016 10:34".

Finalizing of SDM Assessments (Change)

Finalizing of SDM Assessments includes Safety Assessment, Risk Assessment, Re-Risk Assessment, Reunification, Initial Risk Assessment, and Prevention Assessment.

With this release, the following changes have been made:

- A batch change will now finalize all SDM Assessments in 'Ready for Review' status on the 10th day. When an assessment is in the 'Revision Required' status it will stay in 'Revisions Required' until the worker puts the assessment back into 'Ready for Review'. Once this assessment is back into 'Ready for Review' it will finalize on the 5th day. This change will be a part of the batch release and will go into effect on 12/21/2016. It should be noted ANY old SDM Assessments not finalized will be finalized with the batch release on 12/21/2016.
- Any SDM assessments with a Discretionary Override will not be a part of the 10 day batch process or 5 day batch process as requested by Child and Family Administration.
- Workers can change any of the above SDM Assessment status's from 'Ready to Review' back to 'Revisions Required' and make changes without a supervisor.
- Assessment narratives and or assessment data can no longer be altered in the 'Ready for Review' status by supervisors or workers. This change was necessary so the batch program runs correctly. To make edits an assessment must be put back into the 'Revisions Required' status.

Note: Do not make any household changes or end date members of households when assessments are in 'Ready for Review' status. This will change the assessment data and the assessment will need to be put back into 'Revisions Required' to make the appropriate edits. This issue will be fixed in April.

Copy Forward Functionality Added (Change)

The copy forward functionality added affects Risk Assessment, Re-Risk Assessment, Reunification Assessment, and Prevention Assessment.

- A copy forward function has been added to the following SDM Assessments: (Reunification, Risk Assessment, Prevention Assessment, Re-Risk Assessment)
- In general most narratives will copy forward, face information, and the abuse/neglect index will copy forward. Any information copied forward can be edited and changed.
- Any final risk scoring, ties to intakes, contact data, overrides, supervisor consultation narratives, and or narratives that require a worker to come to conclusions or make recommendations will not copy forward.
- The Reunification Assessment risk, safety, and parenting narratives have been consolidated. The old narratives will appear in assessments prior to 12/04/2016, after this date these narrative will not appear. If assessments dated before 12/04/2016 are copied forward the old narratives will not be copied forward instead the new narrative titles will appear along with basic face information.

Detail SDM Prevention Assessment

File Actions Detail Goto Help

CFS Case Name SARAH ADAMS MC # 771 UPDATE
HH Name SARAH ADAMS Referral Date 09-15-2016

Assessment

Assessment Date 12-14-2016 ID Nbr 22417834
Completed By JOE SCHMO
Office BEATRICE
Status Final as of 12-22-2016
Final Level High Scored Level Moderate
Abuse Score 1 Neglect Score 3
Planned Action Recommend for Ongoing Services
Recommended Decision Recommend for Ongoing Services

Abuse/Neglect Index Abuse/Neglect Summ
Supplemental Items Drug Factor
Scoring/Override Contact Detail
Planned Action Status History
Maltreatment/Summary & Findings
Intake

Persons Involved in the Assessment

Name	Role	Birth Date
SARAH ADAMS	Primary Caregiver	04-26-1985
PHILLIP ADAMS	Secondary Caregiver	03-12-1984
AMELIA ADAMS	Child	06-07-2005
JOHN ADAMS	Child	08-26-2000

Reviewed By
Supervisor On Behalf Of Review Narrative

11-15-2016 13:54:50

Pre-Population of Some Risk Index Questions

The pre-population of Risk Index Questions will affect Risk Assessment, Re-Risk Assessment, Reunification Assessment, and Prevention Assessment.

- The Initial Risk Assessment will pre-populate the following questions: R1,(Current Report) R2, (Prior Investigations) R3 (Previous On-going Case), R4 (Number of Victims), and R6 (Age of Youngest Child). If an intake is not tied to the assessment R1 will not populate.

- The Prevention Assessment will pre-populate the following questions: Q01 (Prior Investigations), Q02 (Previous Ongoing Case), Q03 (Number of Children), Q04(Prior Substantiated Physical Abuse), Q05 (Age of Youngest Child), and Q10 the (Secondary caregiver Question) will be greyed out if there is no Secondary Care Giver in the household.
- The Reunification Assessment will pre-populate Q-1 (Initial Risk/Prevention Level) and Q02 (New Substantiations).
- The Re-Risk will pre-populate Q01(Number of Prior Neglect/Abuse) and Q02(Prior Ongoing Case).
- Pre-Population only works when the assessment is first opened, once individual assessment questions are saved the pre-population function is not available.

Family Functioning Narrative (Changes)

The two Family Functioning Narratives “Circumstances Surrounding Maltreatment” and “Maltreatment Summary and Findings Narratives” will be combined. The new narrative will be called “Circumstances Surrounding Maltreatment/Summary and Findings”.

A black return arrow will be added on the main Initial Assessment and Prevention screens. This will take workers directly to the Circumstances Surrounding Maltreatment/Summary and Findings” narrative. This narrative will be tied to the assessment and will be a part of both the Initial Risk Assessment and Prevention Assessment. This narrative will print out on the assessment if there is a narrative present.

N-FOCUS - Detail SDM Initial Risk Assessment

File Actions Detail Goto Help

CFS Case Name SARAH ADAMS MC # 771 UPDATE
 HH Name SARAH ADAMS Referral Date 09-15-2016

Assessment

Assessment Date 12-15-2016 ID Nbr 95744287 Abuse/Neglect Index Abuse/Neglect Summ
 Completed By JOE SCHMO Supplemental Items Drug Factor
 Office BEATRICE Scoring/Override Contact Detail
 Status Ready for Review as of 12-19-2016 Planned Action Status History
 Final Level Very High Scored Level High Maltreatment/Summary & Findings
 Abuse Score 2 Neglect Score 7 Intake
 Planned Action Recommend for Ongoing Services
 Recommended Decision Recommend for Ongoing Services

Persons Involved in the Assessment

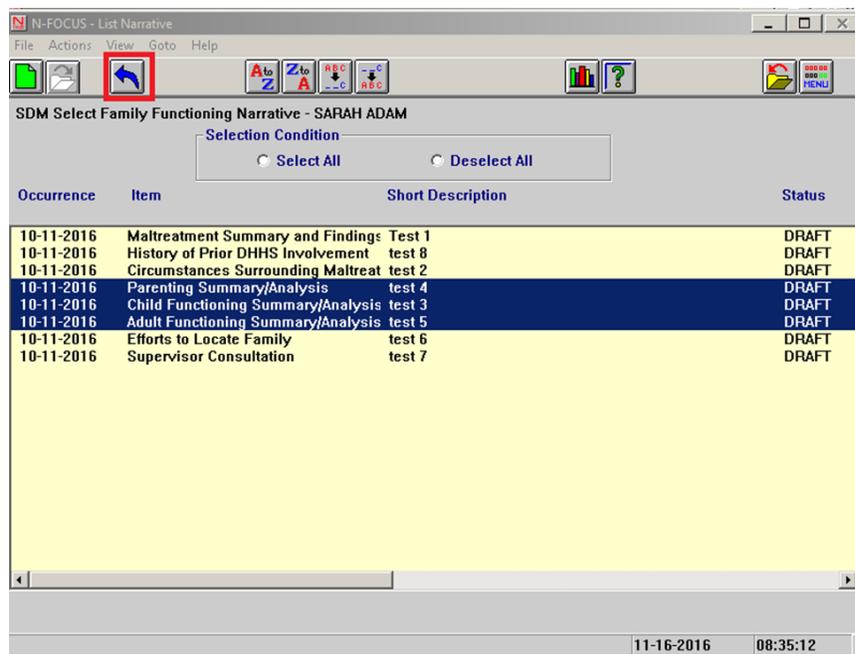
Name	Role	Birth Date
SARAH ADAMS	Primary Caregiver	04-26-1985
PHILLIP ADAMS	Secondary Caregiver	03-12-1984
AMELIA ADAMS	Child	06-07-2005
JOHN ADAMS	Child	08-26-2000

Reviewed By Supervisor On Behalf Of Review Narrative

11-16-2016 08:37:56

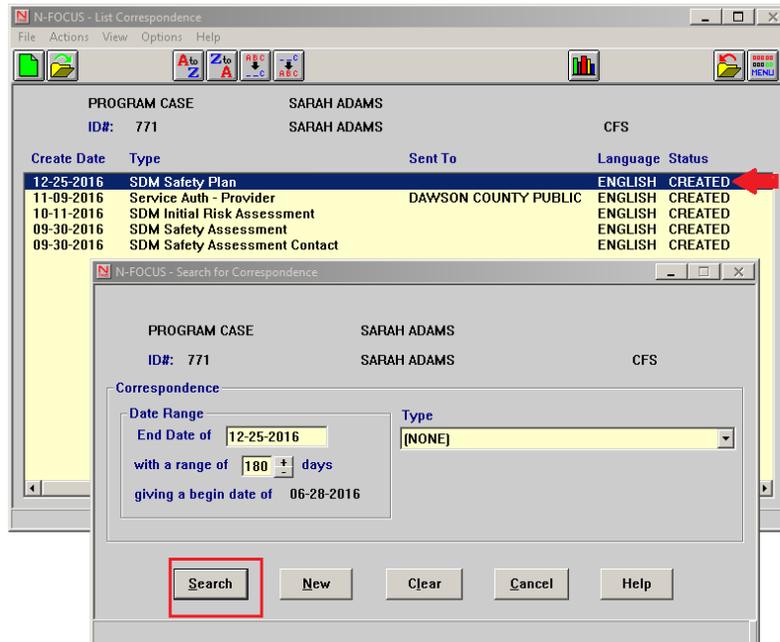


- The new narrative is separate from the old narratives in family functioning. It is only necessary to fill out the new narrative. The old narratives are left for service areas who wish to use those instead.
- The print function on the family functioning narratives has been changed so that particular narratives can be selected and printed.



Safety Plan Correspondence (Change)

The old versions of a modified safety plan will be saved. Both the old and new versions will be saved in correspondence. To print the older version of a modified safety plan the worker will have to select the older version from correspondence.



Errors in both the Reunification Assessment and FSNA Assessment Corrected (Change)

The following changes have been made:

- Previously, in the reunification assessment when the primary caregiver role was changed to “other”. The system would prompt the user to re-answer the risk and permanency questions for the caregiver that is still the primary caregiver in the home. NFOCUS now deletes the ratings for the caregiver whose role has been changed to “Other” but saves the ratings for the primary caregiver who remains in the home.
- Previously, in the FSNA assessment when a need is changed to a strength the system answers the caregiver strengths question automatically and the answer is not always correct. NFOUCS will now erase the answers when a need is changed to a strength and require the worker to re-answer the “Yes” and “No” questions.

Correct Errors Related to tying intakes to Risk and Safety Assessments (Change)

The following changes have been made:

- During the last release cycle a change was made that enabled safety assessments to be tied together. This change caused an error in which only one intake could be tied to a safety and or risk assessment. This has been corrected.
- Additionally, the safety and risk icon buttons were enabled to allow a user to move the secondary assessment back to the primary assessment, previously these buttons was not enabled.

